

**ALBANY COUNTY LAND BANK CORPORATION**  
**Board of Directors Meeting Minutes**  
**July 15, 2014, 5:30 pm**  
**200 Henry Johnson Blvd., 2<sup>nd</sup> Floor**  
**Albany, NY**

**Present:** Duncan Barrett, Katie Bronson, Phil Calderone, Tammy Cumo, Todd Curley, Pamela Harper, Mike Keegan, Steve Krokoff, Michael Jacobson, Charles Touhey

**Excused:** Corey Ellis

**Guests:** Dave Friedfel (Albany County Department of Management and Budget), Christine Hmiel (Habitat), Lisabeth Jorgensen (Office of the County Attorney)

**Called to order at 5:36pm by Chair Mike Jacobson, with a quorum of directors present.**

**I. Introduction of Land Bank Counsel**

- a. Jacobson introduced Lisabeth Jorgensen, Assistant County Attorney, who has volunteered to serve as the Land Bank's counsel.

**II. Public Comment**

- a. Paul Stewart
  - i. Representing Underground Railroad. Stewart noted that there are 1600+ buildings in Albany that are over 150 years old and that it is important to preserve the heritage of the city and examine the stories of buildings, even those that are deteriorating. Stewart urged caution in creating responsible disposition policies and to include local residents in the process beyond the Community Advisory Committee.
- b. Tom McPheeters
  - i. Representing Community Voice for the Land Bank of Albany County. McPheeters clarified that the Community Voice is not an official entity, just a Facebook page. McPheeters offered access to their mailing list for collecting letters of support for future funding applications. McPheeters also noted that the last auction raised questions regarding public safety concerns and the sale of vacant lots—McPheeters said that some lots the community thought were public were sold at auction, and asked the county not to sell any more vacant lots until the Land Bank has a disposition policy.
- c. Susan Holland

- i. Representing Historic Albany Foundation. Holland has already had productive conversations with Jacobson regarding properties that are on the auction list, especially two on Lexington Avenue that were remediated by the county. Holland is excited that the Land Bank exists and looks forward to putting resources together for stabilizing building. Holland also noted that Historic Albany's Oldest Building Survey will be released at the end of July.
  - d. Gene Solan
    - i. Representing the Neighborhood Resource Center. Solan noted that those who have been following this process are excited and cautioned that the Land Bank should be as transparent as possible. Solan suggested maintaining an up-to-date website and social media channels to communicate and share information. Solan expressed support for the memo distributed at the prior meeting by the Community Voice group.
    - ii. Jacobson responded that he met with the County's website team to discuss the Land Bank's needs.

### **III. Review and approval of minutes**

- a. MOTION made by Barrett to waive the reading of minutes, as all Directors had adequate time before the meeting to review, and to approve the minutes of the June 17, 2014 meeting. Calderone seconded. Motion carried.

### **IV. Approval of resolution to fix time and place of Board meetings**

- a. MOTION made by Harper to approve a resolution setting the date, time and place of regular board meetings as the third Tuesday of every month, at 5:30pm at 200 Henry Johnson Blvd., Albany, NY, unless a different place is indicated by the Board or set forth in the meeting notice. Calderone seconded. Motion carried.

### **V. Discussion and approval of process to begin interviewing and selection of Executive Director Candidates**

- a. Board has received more than 60 resumes to date, mostly from the Capital District. Jacobson suggested an ad hoc committee to review all resumes, select a priority group, conduct initial phone interviews, face-to-face interviews and make a recommendation to the Board. Harper asked who would conduct background checks, Jacobson responded that the committee should be involved in checking references. Jacobson also noted that his goal is to hire an Executive Director within 45 days.
- b. MOTION made by Barrett to establish an ad-hoc committee consisting of Ellis, Jacobson and Keegan for the purpose of reviewing applications to the Executive Director position, conducting interviews and background checks and

recommending a candidate to the Board. Touhey seconded. Discussion: Harper recommended that Jacobson share information on behavioral event interviewing with the committee. Motion carried.

#### **VI. Approval of Community Advisory Committee description and application process**

- a. Draft Call for Applications was posted on Albany County website for comment. The following changes were made to the application:
  - i. Removal of the statement, "City, County, Village and Town Officers and employees are not eligible for appointment." Replaced with, "*We will ensure that demonstration of and a reputation for 'Fairness, integrity and responsibility', serve as part of the evaluation criteria and that a conflict of interest policy is adopted.*"
  - ii. The Terms have been slightly re-worded to reflect the fact that the initial appointment of members (*a minimum* of 9) is staggered.
  - iii. The new deadline for Applications is 4:00 pm, August 15, 2014.
- b. Committee will review and recommend a slate of candidates to the Board.
- c. MOTION made by Keegan to approve the Community Advisory Committee description and Call for Applications. Barrett seconded. Motion carried. Board distributed copies and will also post on the website.

#### **VII. Approval to offer RFP for liability insurance**

- a. Jacobson reported that a list of properties to be transferred to the Land Bank will be approved by the County Legislature in August. Board noted that the Land Bank could potentially replace that process in the future.
- b. MOTION made by Barrett for counsel to draft an RFP for liability insurance. Keegan seconded. Motion carried.
- c. Jacobson reported that there is a NYS Land Bank Alliance that collects and shares best practices and other information.

#### **VIII. Approval of Amended By-Laws**

- a. MOTION made by Calderone to table the vote. Barrett seconded. Discussion: Calderone stated that he believes the Land Bank is not only a 501(c)(3) organization, but also a local public authority subject to the NYS Public Authority Law. Calderone pointed out several proposed by-laws that were inconsistent with the requirements of the public authorities law. Jorgensen agreed that the land bank is a 501(c)(3) for tax purposes, and a local public authority under the Public Authorities law, and a not-for-profit under Article 16 of the Not-for-Profit law. Jorgensen noted that it also a government agency under the Open Meetings Law. Motion carried.

- b. MOTION by Harper to adopt the proposed by-laws as guidelines for moving forward in the interim. Barrett seconded. Motion carried.

#### **IX. Approval of Officers of the Corporation**

- a. Keegan moved to approve the following slate of Directors as Board Officers:
  - Chair- Mike Jacobson
  - Vice Chair- Pamela Harper
  - Treasurer- Charles Touhey
  - Secretary- Duncan Barrett

Krokoff seconded. Motion carried unanimously and above Directors were elected as Board Officers.

#### **X. Discussion and approval of team to determine re-hab or demolition of properties to be transferred**

- a. Land Bank is assembling a team of experts to perform a building-by-building analysis, for use in identifying next steps and for inclusion in funding application to the NYS Attorney General's office. The team will include Joe Fama (TAP, Inc.), Susan Holland (Historic Albany), Board members Charlie Touhey and Chief Steve Krokoff, along with a structural engineer.
- b. Discussion about community participation. Board agreed that this team will be comprised of technical experts for objective analysis—then the Community Advisory Committee (CAC) would review findings and advise Board on next steps. Touhey suggested holding public hearings to encourage community participation. Bronson noted that the CAC is the voice that complements the analysis performed by building experts.
- c. Joe Fama (TAP, Inc.) introduced himself and said that he views the team as performing objective analysis and then leaving the disposition decisions left to an open, transparent process with full community participation. Fama also urged involved parties to keep a broad perspective and long-range view.
- d. Susan Holland (History Albany) noted that her organization will share a grading scale they use with the team and suggested taking into account the heritage of a building in the analysis. Arlene Way (Arbor Hill Development Corporation) suggested including community impact in the analysis.
- e. MOTION made by Calderone to approve team to perform technical, objective building-by-building analysis. Barrett seconded. Further discussion: Motion carried unanimously.

#### **XI. New Business**

- a. Anticipated RFP from Attorney General

- i. Board expects an RFP to be released August 1 with an application deadline of September 1 and a quick award notification turnaround time.

**XII. Adjourn**

- a. MOTION made by Touhey to adjourn the meeting. Bronson seconded. Motion carried and the meeting was adjourned.

**Next meeting**

August 19<sup>th</sup>, 2014

5:30 p.m.

200 Henry Johnson Blvd

Albany, NY

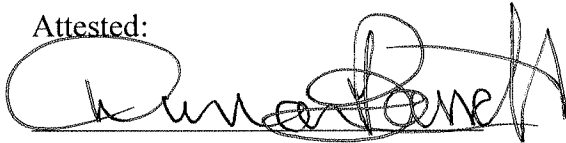
Respectfully submitted,

Christine Hmiel Schudde

Director of Development

Habitat for Humanity Capital District

Attested:

A handwritten signature in black ink, appearing to read "Duncan Barrett", written over a horizontal line.

*Duncan Barrett, Secretary*

*Approved August 19, 2014*